

From: [Jones, RonaldR](#)
To: [Pritchard, Sonya](#)
Subject: FW: FINAL JOB OFFER/ORIENTATION LETTER Walker
Date: Monday, April 27, 2020 9:20:43 AM

Hi Sonya,

Here is the firm offer letter. Please let me know if you have any questions.

From: WTTS_System@no.reply <WTTS_System@no.reply>

Sent: Friday, September 20, 2019 9:05 AM

[REDACTED]

Cc: Hightower, Daisha <hightower.daisha@epa.gov>; Fisher, Mike <Fisher.Mike@epa.gov>; Prout, Derico <Prout.Derico@epa.gov>; Johnston, Angela <johnston.angela@epa.gov>; Jones, RonaldR <Jones.RonaldR@epa.gov>

Subject: FINAL JOB OFFER/ORIENTATION LETTER

SEPTEMBER 20, 2019

Subject: Offer Letter

Dear MR. Claude Walker ,

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **Note:** You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your paperwork to be processed. You will receive two (2) emails from the Workforce Transformation Tracking System (WTTS) that will include a link and temporary password to EODS.

Appointment Details

Appointment:	Except Appointment, Full Time.
Effective Date:	09/29/2019,
Position/Series/Grade:	Supervisory Attorney Advisor,0905, GS ,15/03,
Annual Salary:	\$147,038 annual salary
Location:	Legal Counsel Division, Washington, DC
Supervisor Contact:	Mike Fisher, FISHER.MIKE@EPA.GOV

Mandatory Orientation

Date and Time:	September 30, 2019 at 8:00 A.M.
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Location:	<p>William Jefferson Clinton (East); Building #1201, Basement, Room B314</p> <p>Constitution Avenue NW, Washington, DC 20004</p> <p>Please report to the WJC East Lobby no earlier than 7:45 a.m. and no later than 7:55 a.m. Upon your arrival at the WJC East Lobby, inform the Guard you are attending the new employee orientation. Please wait in the East Lobby until your Orientation host greets you. If you encounter any delays or have an emergency that will prevent you from reporting, please contact the orientation contact, Derico Prout.</p>
Orientation Contact:	Derico Prout, (202) 564-6341; HQ_Orientation@epa.gov
What to Bring:	<ol style="list-style-type: none"> 1. At least two (2) original documents to verify identity and employment eligibility. See Form I-9, Employment Eligibility Verification, for a list of acceptable forms of identification. 2. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes. 3. Federal facility per the Real ID Act. 4. Please bring the OF306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation. 5. SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.
Special Instructions:	Report to supervisor following orientation

Forms to Submit Online Prior to Orientation

Required By:	September 24, 2019
Complete Forms Online:	You will receive two (2) emails from the Workforce Transformation Tracking System (WTTS) with instructions on accessing and completing your forms through the Entrance on Duty System (EODS).

Benefits

Eligibility:	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at https:// www.epa.gov/careers ;
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays but depending on your financial institution, your paycheck may be posted on the Friday prior to the pay date
Leave Accrual:	Four (4) hours of annual leave and Four (4) hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Other:	Reimbursement for relocation expenses is not authorized for this position.

Benefits Office:	Benefits and payroll transactions are processed by your Human Resources Shared Service Center (SSC) in Cincinnati, Ohio
Benefits Contact:	(INSERT benefits specialist name, email, phone number)

Conditions of Employment

Probationary Period:	One Year
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If you have any questions about your appointment or this offer letter, please contact HIGHTOWER.DAISHA@EPA.GOV or (513) 569-7659. Congratulations on your new appointment!

Sincerely,

Daisha Hightower

Human Resources Specialist